



# Human Resources Development Program Job Analysis Questionnaire

Job Title: <b>FOREMAN</b>	Job Grade:
Section: <b>BRIDGE PROJ.</b>	Department: <b>TECHNICAL</b>
Division: <b>STRUCTURAL</b>	Work Location: <b>SABYA, JIZAN</b>
Reports to:	No. of Subordinates:

## Job Summary:

Please give a summary of the role and its current objectives in no more than 3 - 4 lines.

## Job Summary:

- ① MY JOB IS STRUCTURAL & EARTH WORK INCLUDING SURVEY
- ② STEEL FABRICATION, STEEL FIXING, FORM WORK & CONCRETING
- ③ CUTTING, BACKFILLING, SUBGRADE, AGGREGATE BASE COURSE & ASPHALT
- ④ LAYOUT & ELEVATION

## Primary Duties & Responsibilities:

Please list the major duties and responsibilities as required to be performed by this position. Place these tasks in order of their importance starting with the most important task to the least one. Also please indicate frequency you perform each duty and responsibility (e.g. daily, weekly, monthly, quarterly, yearly) and the total percentage of time devoted to each duty. The total annual percentage of time devoted across all listed tasks must equal 100%.

Task #	Task Description	Frequency	% Time
1.	SUPERVISION OF WORK.	Daily	30%
2.	GIVE INSTRUCTION FIRST <sup>(THE OPT)</sup> BEFORE CUT THE AREA.	weekly	10%
3.	EXPLAIN FIRST BEFORE CUT THE STEEL & VENT FOR BAR <sup>SCHEDULE</sup>	weekly	8%
4.	LAYOUT FIRST THE PLACE OF THE STEEL & FIXING.	once	6%
5.	(FORM WORK) SHUTTERING WORK & CONCRETING (CAST)	once	6%
6.	CLEARING <del>THE</del> BEFORE BACKFILL OF COMMON MATERIALS.	once	6%
7.	WATERING, LEVELING & COMPACTING OF SUBGRADE.	Daily	6%
8.	MIXING OF AGGREGATE'S BASE COURSE.	once	6%
9.	LAYING OF AGGREGATE'S BASE COURSE BY PAYER MACHINE <sup>&amp; COMPACTING.</sup>	once	6%
10.	BITUMINOUS MC-1 BEFORE ASPHALT BASE COURSE	once	6%
11.	BITUMINOUS RC-2 BEFORE ASPHALT WEARING COURSE	once	6%
12.	(SURVEY) LAYOUT & ELEVATION. <sup>ON BOTTOM OF BLINDING BOTTOM SLAB ON TOP OF SLAB ON LEVEL OF STICK FOR CUT OR FILL</sup>	once	6%

13.			
14.			
15.			

The Total Annual Percentage of Time 100%

### Key Job Objectives and Key Performance Indicators

Please list down the key performance objectives required from the job and key performance indicators that are used to measure the achievement of each specific performance objective. You may state more than one key performance indicator for each objective.

Key Performance Objectives Expected from this Job	Key Performance Indicators
1. MIXING OF MATERIAL'S	1. achieve Required Quality. 2. Hand over to consultant.
2. LEVELING & COMPACTING	1. achieve Required Quality 2. Handover to consultant
3. HOWLING OF MATERIAL'S LOADING & BACKFILLING	1. achieve Required Quality 2. Handover to consultant.
4. CASTING (CONCRETING)	1. BY proper way. 2. Hand over to consultant
5. HOWLING OF GIRDER & FIXING	1. BY proper way 2. Handover to consultant

### Contacts and Communication:

Please Indicate contacts and interactions that the position holder is required to carry out as part of his job within and outside the organization. Frequency should be expressed as daily, weekly, monthly, biannually or annually. The total annual percentage of time devoted across all contacts and communication should not exceed 100%.

Within the organization (state the position / job):	Purpose	Frequency	% of time per year
1. PROJ. MANAGER	(COOPERATION) TO SUPPORT THE PROJECT	Daily	60%
2. PROJ. MANAGER	DOING BEST TO FINISH URGENT THE PROJ	Daily	30%
3. SURCOH	HELP & GIVE GOOD INSTRUCTION TO FINISH FASTER THE PROJECT.	Daily	20%
4.			
5.			
Outside the organization (state Name of Organization or Individuals):	Purpose	Frequency	% of time per year
1.			



3.			
4.			
5.			

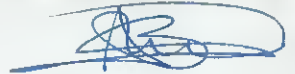
### Education, Experience & Skills:

What are the minimum Education, Professional Certification, Experience and Skills that are needed to be able to undertake the responsibilities of the job successfully

Required Education:	HIGH SCHOOL GRADUATE ONLY
Required Professional Certification:	<del>NO PROFESSIONAL CERTIFICATION</del>
Required Experience:	<input type="checkbox"/> DRAUGHT SKETCHES & READING <input type="checkbox"/> KNOWING OF LAYOUT & LEVELING <input type="checkbox"/> BULLDOZER <input type="checkbox"/> GRADER <input type="checkbox"/> LOADER <input type="checkbox"/> DOCLAIN <input type="checkbox"/> CARPENTER <input type="checkbox"/> MASON <input type="checkbox"/> STEEL & CONCRETE <input type="checkbox"/> BRIDGE, BUILDING CULVERT ETC.
Required Skills:	FOREMAN (GEN. FOREMAN)

### Acknowledgement and Signature:

Please endorse your signature (s) as an acknowledgement that the contents are accurate and complete. In case the job is occupied by more than one employee, all employees should review this form and endorse their signatures.

Employee's Name (1):	AVELINO BACANI	Signature	
Employee's Name (2):		Signature	
Employee's Name (3):		Signature	
Employee's Name (4):		Signature	
Direct Supervisor's / Manager's Name:	ENG/ AHMED NABIH	Signature	